

**CITY OF DUARTE  
PARKS AND RECREATION COMMISSION**

**MINUTES**

Regular Meeting  
May 8, 2023

7 PM

**ROLL CALL/INTRODUCTIONS:**

**PRESENT:** Alex Streff, Jennifer Luna-Nguyen, Barbie Bylsma-Houghton  
**ABSENT:** James Finlay, Anne Wilkins  
Manuel Enriquez, Department Director  
**AUDIENCE:** None

**PLEDGE OF ALLEGIANCE:**

Bylsma-Houghton led the Pledge of Allegiance.

**PUBLIC COMMENTS:**

None

**APPROVAL OF MINUTES:**

Luna-Nguyen motioned, and Streff seconded to approve the March 13, 2023, minutes. The motion was carried unanimously.

**ITEMS OF BUSINESS:**

A. Recap: 2023 CPRS Conference

Enriquez gave a preliminary recap of the CPRS Conference. Staff members will attend the next scheduled meeting to give a brief overview and presentation of their most impressive session. Some information included:

- Four representatives from the Parks and Recreation Department attended the conference and Enriquez gave them first choice on which sessions they were interested in attending.
- Enriquez focused on ones regarding his area of leadership and was a little disappointed with regards to the offerings and content of some of the sessions.
- Two stood out and Enriquez shared a snippet of one of them. The session was titled “All Ages, All Abilities, All the Time” presented by Landscape Structures, Inc. He chose that one as it focused on play structures that are inclusive.
  - Enriquez sat through the presentation where the presenter was wheelchair bound and was able to share best practices when considering an all-inclusive play structure.

- Enriquez highlighted that Landscape Structures Inc, was intentional about testing out their products before making them available for purchase and shared that the presenter herself was a part of the testing team.
- Enriquez stated that Landscape Structures, Inc. appears to have more of a variety of inclusive opportunities in comparison to other manufactures.
- Enriquez also shared that in speaking with the presenter, she offered to help with ideas for the Duarte Park Revitalization project.
- Another session he attended was “Libraries and Community Centers in Collaborating”.
  - The Librarians facilitating this session shared some great ideas and programming opportunities they have generated when work with recreation staff.
  - The librarians shared the idea of Storytime, which Enriquez is collaborating with the Duarte County Library and adding to the Recreation Department’s summer events.
- Enriquez felt that the networking opportunities were a win for the conference. The actual session offerings were average, and he will be reconsidering how many staff attend future CPRS conferences.
- This year, for the first time, the conference was held in San Diego. The 2024 CPRS Conference will be held in Palm Springs, which is another new location.

B. Overview of 2023/24 Capital Improvement Projects

Enriquez gave an overview of upcoming capital improvement projects. Some information provided included the following:

- Tomorrow is the City of Duarte’s first budget workshop.
- They hope to finish the workshop in one night.
- This is the opportunity for Council to stress their priorities and when city staff present their full budgeted revenues and expenses.
- Capital improvements the Parks and Recreation Department is proposing are:
  - LPA consultation and the aquatics assessment,
  - LPA is also the consultant for the Civic Center master plan, including gutting the interior of City Hall and the exterior facia and siding.
  - This would also include making the Community Center a true Council Chambers.
  - MIG is underway with the Duarte Park assessment and revitalization.

- For the Beardslee Park restrooms there is an 8-month leeway time for the restroom unit with the hope of having it all wrapped up by the end of the calendar year.
- For the Senior Center, the department is proposing new tables.
- Also being proposed is the resurfacing of the tennis courts at Royal Oaks Park.
- Staff is currently working on proposals for turning the Royal Oaks Park tennis courts into permanent Pickleball courts.
- Another item being proposed is the replacement of the damaged gazebo at Royal Oaks Park.

C. First Review: Memorial Bench Program

Enriquez announced that a Councilmember requested looking into/consideration of a memorial bench program. Some of the information provided included the following:

- Enriquez shared with commissioners a rough draft of content to be considered for the program.
- One consideration is rotating out old benches with new memorial benches.
- The first requested location would be considered, but the final location would be at the City's discretion.
- Costs aren't listed in the program due to any fluctuation in pricing of benches.

Streff asked if it would be a way to raise funds and what is the average cost and if trees could be an option.

Enriquez replied that it would not be for fundraising. The intent would be to cover cost/installation of bench, which at this time is approximately \$1,600, and that trees could be an option.

Luna-Nguyen asked if a group could apply or if it's one person only. Also asked if a plaque can be purchased for something other than a bench.

Enriquez replied that yes, groups, organizations, or families can apply, and that the plaque provides up to three lines of text. Also, that this would be the main program regarding plaques/benches.

Bylsma-Houghton asked how durable the bronze-like plaques are and if donors could request a higher quality plaque.

Enriquez responded that they are pretty durable and that the

goal is to have them all made of the same material.

- Enriquez will move forward with fine tuning the program into a more formal document, adding imagery, and an application.

ITEMS FROM  
STAFF:

1. The Summer City Newsletter will be coming out near the end of this month and will be mailed to residents.
2. The department has new and exciting events along with the annual Independence Day Celebration on Monday, July 3.

ITEMS FROM  
COMMISSIONERS:

Luna-Nguyen:

- Announced she attended the Eggfest event and felt it was the best one yet, and she also liked the new layout and attractions.
- After talking to the community, she asked if there could be 15 minutes between egg hunts to give families with children in different age groups time to maneuver from one to another.

Enriquez replied that one concern is parents ignoring age limits and letting their children participate in more than one hunt.

Streff:

- Announced he visited all the parks, and they look great and that they are nice a green with all the rain.
- Asked how the Fish Canyon Falls Trail project was coming along.

Enriquez replied that right now he is working with Stillwater Science and that Bellfree will be providing them with the information they have gathered regarding repairs/construction needed so they can evaluate the effects on habitat and wildlife, if any. Having Stillwater Science handle that component of the project we will be assured of being in full compliance and getting the green light to move forward with construction.

The City is already looking into grants that will provide monies for the implementation of the repairs and construction of the project and is also looking into getting a joint use agreement with the City of Azusa so there can be joint oversight.

- Asked if Enriquez has ever worked with the Duarte Chamber of Commerce with their Farmer's Market and suggested maybe moving it to one of our parks that has more foot traffic such as Royal Oaks Park.

Enriquez replied that the Chamber is in control of the Farmer's Market but that the City does contribute to it. The Chamber

Market but that the City does contribute to it. The Chamber considered a City facility but ultimately decided on Santa Teresita as their best location option.

Bylsma-Houghton:

- Stated she is glad to hear there is movement in the right direction regarding the Fish Canyon Falls project.
- Announced she is enjoying the new meeting schedule for the commission.

ADJOURNMENT:      Streff motioned, and Luna-Nguyen seconded to adjourn the meeting at 8:06 PM. The motion was carried unanimously.

Commissioner  
Bylsma-Houghton

ATTEST:

A handwritten signature in blue ink that reads "Pamela A. Romero". The signature is written in a cursive style with a long horizontal flourish at the end.

Pamela Romero, Secretary